

INTERCOLLEGIATE BROADCASTING SYSTEM

Where to Go Within IBS for Aid and Services

PRESIDENT and MANAGER OF MEMBER SERVICES:— David W. Borst, 3627 East Handbooks. / Woodside Ave., Lynchburg, Virginia.
Consultation on organization of stations.
Membership status and transfers of membership grade.

TREASURER:— Richard H. Crompton, I. B. S., Storrs, Connecticut.
Questions about dues.
Questions about payments for national advertising.
Printed forms (program logs, contracts, affidavits, etc.).
Lapel insignia.
Information on exemption from telephone lines tax and federal income tax.
Consultation on business management of stations. / come tax.

WASHINGTON OFFICE:— George Abraham, 3107 Westover Drive, S.E., Washington 20, D. C.
Call letters registration. /
Contact with F.C.C. on Docket 9288 and other matters.
Director, F, Study Group:— Charles E. Quigley, 7003 Hillcrest Place, Chevy Chase, Md.

ENGINEERING MANAGER:— William R. Malone, 1923 G.St., N.W., Washington 6, D.C.
Violation of FCC Rules and Regulations. /
Consultation on engineering campus-limited stations.
EDITOR, IBS Newsletter.

SALES MANAGER:— Richard E. Pittenger, I.B.S., 1733 Broadway, New York 19, N.Y.
Information about national advertising (Except / questions about billing and payments; refer these to Treas.)
Consultation on local advertising.

PROGRAM MANAGER:— Fr. Francis J. Heyden, S.J., Georgetown University, Washington 7, D.C.
Program series ("Georgetown Forum", / "Prologue", "Window on the World", "Education Around the World", etc.)
Director, Script Library:— Dr. Stephen C. Hathaway, Miami University, Oxford, Ohio.
Script Library /
Note: For consultation on programming refer to President.

PUBLIC RELATIONS MANAGER:— Dr. Stephen C. Hathaway, Miami University, Oxford, Ohio.
Cultivating and recruiting new stations. /

PUBLICITY MANAGER:— Walter Hofer, I.B.S., 1733 Broadway, New York 19, New York.
Consultation on publicity and public relations. /
Questions about popular records, procurement of same.

REGIONAL DIRECTORS (Ten Regions.)
Regional meetings, program exchange and newsletter.
Note: For name of your regional director, refer to Regions Coordinator, Joseph D. Coons, Student Activities Office, Union College, Schenectady 8, N.Y.

NOTE: Write the President if you are not sure whom to write.

IBS HANDBOOKS

Campus Station Organization Handbook (Feb., 1953) See note.
Program Production Handbook (Oct., 1951) See note.
Public Relations Handbook (Dec., 1953)
Sales Handbook (Oct., 1953)
Traffic Handbook (Dec., 1954)
Engineering Data for Campus Radio Stations (Sept., 1955)
Engineering Handbook (Jan., 1956) (Loose-leaf "twintang" binder.)
Station Executive's Handbook (Jan., 1955) See note.

Note: The Campus Station Organization Handbook, Program Production Handbook and Station Executive's Handbook are out of print. A single, loose leaf, Master Handbook, to be produced during the 1958-59 academic year, will be issued to replace all of the above handbooks.

Note: Check your station's files, and order any presently available handbooks that you do not have.

OTHER IBS REFERENCES

Data for Sponsors and Time Buyers (Oct., 1950) (Order from President.)
Script Library Catalog (Dec., 1949, with supplements through page 56.)
(Order from S. C. Hathaway, Miami University, Oxford, Ohio.)
Technical Data Book (Third Edition) (Out of print.)

PRINTED FORMS

The following printed forms may be ordered in multiples of 100 (except B 182B, which comes in pads of 50) from the Treasurer: (For prices, write the Treasurer.)

B 182B, Standard Contract for Spot Broadcasting (Sample of "A" revision may be found in the Sales Handbook.)
B 183, Broadcast Schedule (Sample in Traffic Handbook.)
B 201B, Affidavit of Performance (Sample in Sales Handbook.)
B 248, Local Station Order and Contract Form (Sample in Traffic Hndbk.)
P 126A, Program Log (Samples in Program Prod. and Traffic Handbooks.)
P 143 Combined Operating Schedule and Program Log (Samples in Program Production and Traffic Handbooks, specify whether version with legend or without legend is desired.)

IBS LAPEL INSIGNIA

Lapel pins duplicating the registered design of the IBS capped microphone in either gold plate or sterling silver are available from the Treasurer. The call letters of the purchaser's station are engraved on the front of the insignia. For order forms and prices, write the Treasurer.

CAPPED MICROPHONE ON STATION LETTERHEAD

If you wish to include the registered service mark of the Intercollegiate Broadcasting System in the design of your station's letterhead, write the Treasurer for instructions. (IBS does not print letterhead for its member stations.)